

SANDY CITY  
APPROVED POSITION SPECIFICATION

- I.     Position Title: Assistant Director of Human Resources
- Revision Date: 12/2019  
EEO Category: Professional  
Status: Exempt (Admin)  
Control No. 30375

II.     Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Human Resources, supervise Human Resources staff and day-to-day operation, performs a variety of services related to personnel and benefits; serves as the city training coordinator; responsible for the development and implementation of city-wide projects and initiatives as related to the division.

III.    Essential Duties:

**GENERAL MANAGEMENT**

- Supervise Human Resources division staff members, interns, and volunteers including hiring, scheduling, and evaluating performance.
- Conduct weekly division staff meetings.
- Assist the HR Director in the planning, development, and implementation of division activities, programs and operations.
- Assist the Human Resources Director with his/her duties when needed and handle Human Resources matters in Director's absence.

**PROJECT MANAGEMENT**

- Conduct general administrative studies, audits, information analysis, and projects using spreadsheets and other software applications.
- Collect pertinent information through research, audits, surveys, etc.
- Present results of studies to division director and other city management personnel.
- Oversee completion of EEO Reporting and ensure compliance.

**TRAINING**

- Recommend, develop, implement and coordinate City training programs on professional and personal improvement including in-person training and training through the city's learning management system.
- Monitor training needs and interests of departments and provide assistance with training requests.
- Coordinate supervisor training.
- Oversee development and maintenance of the Sandy City Supervisor Guidebook.
- Document training contents and attendance for future reference.
- Coordinate and/or deliver harassment and discrimination prevention training annually or as otherwise directed.

**PERSONNEL**

- Oversee the recruitment and selection process of the city.
- Oversee the Americans with Disabilities Act and the Family and Medical Leave Act compliance process.
- Conduct employee orientation as needed.
- Conduct investigations of claims of harassment and/or discrimination.
- Research, draft and suggest action regarding changing personnel policies to ensure compliance with all federal and state laws and regulations
- Study, draft and recommend personnel policies, procedures and programs.

- Assist and act as a resource to city departments in evaluating performance, disciplining and terminating employees.
- Assist departments in the interview and selection process of job candidates.
- Work with the division's database in the development of human resource queries and reports.
- Produce the Employee Handbook annually, including recommending changes, receiving Cabinet approval, preparing book for printing and training and distributing to employees.
- Oversee the daily management and development of the division's internet pages and the city's employee intranet.
- Assist the Human Resources Director in preparing the City's annual compensation plan.
- Function as the City's Privacy Officer as it relates to the Health Information Portability and Accountability Act (HIPAA).
- Oversee the preparation and distribution of Human Resources reports and publications, including the monthly HR Highlights and quarterly Employee Newsletter.

#### **WELLNESS & EMPLOYEE RELATIONS**

- Oversee and assist with employee activities and events including employee luncheons, employee appreciation programs, wellness activities, and longevity awards.
- Oversee the management of the city's wellness program in order to encourage healthy behavior among employees and their family members.
- Recommend, develop, and coordinate training programs related to wellness, retirement preparation, benefits management, and overall professional and personal improvement.

#### **IV. Marginal Duties:**

- Assist other division personnel with benefit administration and the open enrollment process.
- Assist with customer service at the front desk as needed.
- Perform other duties as assigned.

#### **V. Qualifications:**

**Education:** Bachelor's degree in public/business administration, human resource management or closely related field required. Master's degree in public/business administration, human resource management or other related field preferred.

**Experience:** Requires three years related work experience with progressively increasing responsibilities. May substitute an equivalent combination of education and experience. Strong quantitative skills, written and verbal communication skills preferred.

**Certificates/Licenses:** Requires a valid Utah Driver's License.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Knowledge of:** Current private and public sector management methods, practices and regulations; application of theories/organizational management to a governmental entity; knowledge of human resource laws and regulations, knowledge of computer programs, including word processing, spreadsheets, presentation software, and document imaging software; correct English usage, vocabulary, spelling and arithmetic.

**Responsibility for:** Responsibility for the supervision of personnel and for making decisions affecting the activities of people, including worker motivation and satisfaction; working credibly with confidential records and information; screening and recommending applicants for positions; working with city personnel on studies and projects to enhance division performance. Responsibility for actions that may lead to liability from a risk management perspective.

**Communication Skills:** Contacts with other departments, furnishing and obtaining information; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; contact with city management and the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing others to obtain desired results; using sound judgment to avoid friction; communicating effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires regular use of office equipment, including computer, telephone, copy machine, printer, fax machine and audio visual equipment. Occasional use of personal or city vehicle.

**Analytical Ability:** Establish and maintain effective working relationships with employees, executives and the public; apply general problem solving and analytical principles to effectively deal with various situations; prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_